

## Baltimore County Office Of Information Technology Records Management

Schedule No.

Page No. 1 of 3

Records Retention and Disposal Schedule

DPW-ENGINEERING AND CONSTRUCTION SURVEY DIVISION				
Agency: Division:				
Item No.	Description	Retention		
1	specific Land Surveying tasks. These files mostly contain	ist of original documents used in the preparation and completion of urveying tasks. These files mostly contain information from construction stakeout services. Boundary survey data and		
2	RIGHT-OF-WAY ENVELOPES These files consist of original documents used in the prep specific Land Surveying tasks. These files primarily conta Right-of-Way/Easement stakeouts and boundary survey s miscellaneous survey data can also be found in these files	riginal documents used in the preparation and completion of g tasks. These files primarily contain information from it stakeouts and boundary survey services. Specialty and		
3	SURVEY DRAWINGS These files consist of the original final plans prepared to results of field survey. These files primarily contain infor Way/Easement stakeouts and boundary survey services. S miscellaneous survey data can also be found in these files	Scan originals to Maryland State Archives standards. Retain originals for 10 years, then destroy. Retain electronic images for 20 years and then transfer to the Maryland State Archives.		
4	CONTROL/TRAVERSE DRAWINGS These files contain the original final plans prepared to gra location of thousands of survey markers placed throughout performing field surveys.	Retain for 50 years after all Control/Traverse is destroyed. Transfer to State Archives.		
5	SURVEY CONTROL FIELD NOTES (GREEN SHEET These filed notes consist of the original field observation traversing, leveling, and cross-sections. The notes are organd street name.	Scan originals to Maryland State Archives standards. Retain originals for 10 years, then destroy. Retain electronic images for 20 years and then transfer to the Maryland State Archives.		
Schedu	le Approved by Records Management Officer	Schedule Approved by Co	ounty Administrative Officer	
9/28/ Date	15 Jack P. M. Lunce Signature	Date Date	Signature	
Schedu	le Approved by Agency or Division Representative	Schedule Approved by Sta	ate Archivist	
9/14/	15 Sanu Sone	7.25.16	w Baln	
Date	Signature	Date	Signature	

# Baltimore County Office Of Information Technology Records Management Records Retention and Disposal Schedule (Continuation sheet)

Schedule No.

C1195
Page No.

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Item	Decoriation	Retention
No.	Description	
	TRAVERSE COMPUTATION BOOKS  These books consist of the original computation sheets used to calculate the coordinate values of the old Baltimore County Maryland control stations. The books are organized by election district and street name.	Scan originals to Maryland State Archives standards. Retain originals for 10 years, then destroy. Retain electronic images for 20 years and then transfer to the Maryland State Archives.
7	ROAD ALIGNMENT BOOKS These books consist of the original computation sheets used to calculate the coordinate values of the baselines of county roads. The books are organized by election district and street name.	Scan originals to Maryland State Archives standards. Retain originals for 10 years, then destroy. Retain electronic images for 20 years and then transfer to the Maryland State Archives.
8	SURVEY CONTROL RECORVER CARDS BALTIMORE COUNTY, MARYLAND (BCMD)  These cards contain a location sketch as well as the coordinates and/or elevations of the survey control stations established before the July 1, 1999 datum change to NAD 83/NAD 88.	Scan originals to Maryland State Archives standards. Retain originals for 10 years, then destroy. Retain electronic images for 20 years and then transfer to the Maryland State Archives.
9	GLOBAL POSITIONING SYSTEM (GPS) PROCESSING BOOKS These books consist of the processing results, data, final coordinate and elevation data for the survey control stations that were established using GPS equipment.	Scan to Maryland State Achieves standards and then destroy. Retain images for 30 years and then transfer to the Maryland State Archives.
10	APERTURE CARD FILE These cards contain the 35mm film frames created to archive many survey drawings. Almost all of the original survey drawings were destroyed once the aperture card was created and the card is now the only record of the work.	Scan to Maryland State Achieves standards and then destroy. Retain images for 30 years and then transfer to the Maryland State Archives.
11	REFERENCE CARD FILE These cards catalogs contain all of the information needed to locate the file envelopes for all of the Land Survey Division projects and right-of-ways. The cards also have a brief description of what is in each file envelope.	Scan to Maryland State Achieves standards and then destroy. Retain images for 30 years and then transfer to the Maryland State Archives.
12	LEAVE AND TIME SHEETS These files consist of payroll attendance records and leave reports. These are the Land Survey Division's copies.	Retain for one (1) year, then destroy.
13	EQUIPMENT PURCHASES These records contain the field equipment purchased using primarily procurement cards.	Retain for three (3) years, then destroy.
14	ON-CALL SURVEYING CONTRACTS  These records contain all contract, billing and job specific information for the projects performed by the on-call survey companies.	Retain for one (1) year after the on- call contract is closed, then destroy.



Records Management
Records Retention and Disposal Schedule
(Continuation sheet) C1195.

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Schedule No.

Page No.

	(Continuation sheet)	3 of 3	
Item No.	Description	Retention	
5 MILE These	AGE SHEETS records contain the mileage data for the vehicles assigned to the Land y Division.	Retain for one (1) year, then destroy  Retain for two (2) years, then destroy.  Retain for two (2) years, then destroy.	
These	NING INFORMATION records contain the information for formalized training courses of the Survey Division staff.		
These	STRUCTION PLANS  c drawings are approved projects which are to be bid upon by contractors or ructed by Baltimore County crews.		
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Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		NO.
1. Department/Agency	2. Division		3. Unit
		•	•
Department of Public Works	Engineering & Constr	uction	Surveys
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	l and used as a u	nit for reference as well as retention and disposition
4. Record Series Title Project Envelopes		. 5	Earliest Year/Latest Year 1967 to 2016
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.)  These files consist of original documents used in the preparation and completion of specific Land St information from topographic and construction stakeout services. Boundary survey data and miscel			: Land Surveying tasks. These files mostly contain
7. Record Series Formal(s) List all	8. Record Seri	es Sequence 9.	. Volume
xx Letter Size  Microfilm	Alphabetica	ı <u> </u>	umber .
xx Legal Size Computer Tape	xx Numerical	. г	Tile Drawer(s)
Audio Tape Floppy Disk	Chronologi	Ĉ	] Microfilm Reeks) ] Computer Tape(s)
		x	x Other (specify) File shelves and storage boxes
Bound Book Video Tape	Geographia		0. Annual Accumulation
Other (specify)aperture cards	Other (spec		Number
			File Drawer(s)   Microfilm Reek(s)   Computer Tape(s)  X Other (specify) File shelves
11. File is Usedi .	Ļ	12. File Becomes In	nactive After
xx Daily Weekly Monthly Annua	, illu	10 Number	Month(s) xxx Year(s)
AC DEAY CONSTITUTION CONTINUES	iiiy	Number	Chapter(9) XX real(9)
13. Current Location(s) (Bldg., Floor, Room) County Office Building, Rooms 300A, Basement & Guardian	· ·		s Duplicated Elsewhere? (If yes, specify agency or office.) k No
15: Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes xx No		16. Audit Requirem	•
		U □ None □ Si	late Federal Independent
	1		
17. Is an Index System used? If yes, explain briefly and describe requirements xx Yes ☐ No			ended Retention
An Acesss database is used to record pertinent information on each	ch Survey project.	_	years once closed. Scan files after 10 years. After originals for County use, transfer originals to State Archives.
19. Name and Title of Preparer	20. Teleph	 one Number   2	21. Date
Valerie Fisher/Patrick Simon	410-887-3		February 24, 2016
Office Coordinator/Land Survey Chief			

			<u> </u>
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF G RECORDS MANAC 7275 Waterloo Ro Jessup, Mar 410-79	SEMENT DIVISION pad, P.O. Box 275 yland 20794	PAGE OF
Department/Agency	2. Division		3. Unit
Department of Public Works	Engineering & Constru	action	Surveys
   DEFINITION: RECORD SERIES: A group of relate		•	•
purposes. 4. Record Series Title		5 Farlie	st Year/Latest Year
Right-of-Way Envelopes			to 2016
6. Record Series Description (Briefly describe the t	types of information/doc	 	he series. Include the purpose or function of the
series.)	••		
These files consist of original documents used in the		-	
information from Right-of-Way/Easement stakeouts these files.	s and Boundary survey	services. Specialty and	miscelianeous survey data can also be found in
			•
7. Record Series Format(s) List all	8. Record Serie	as Sequence 9. Volume	•
xx Letter Size Microfilm	☐ Alphabetical	Number	
xx Legal Size Computer Tape	xx Numerical	☐ File Dra	
Audio Tape   Floppy Disk	☐ Chronologic		
☐ Bound Book ☐ Video Tape	Geographic	al	specify) File shelves
Other (specify)aperture cards	Other (spec	ify) <u>10</u>	Accumulation
•		Number	
•		☐ File Dra	
		Compu	ter Tape(s)
*		XX Other (s	specify) File shelves
11. File is Used	1.	12. File Becomes Inactive Af	ter
xx Daily	lv	I 10 Number □ M	onth(s) xx Year(s)
	•	]	
÷			
13. Current Location(s) (Bidg., Floor, Room) County Office Building, Room 300A	7	14. Is Record Series Duplica	ted Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Yes xx No	•	None □ State □ Federal □ Independent	
,	•	NOTE USTATE U	receral independent
·	•		
17. Is an Index System used? If yes, explain briefly and describe rox Yes ☐ No	equirements	18. Recommended F	Retention
xx Yes No Access Database		,	nce closed. Scan files after 10 years. After originals nty use, transfer originals to State Archives.
19. Name and Title of Preparer	20 Talanh	 one Number     21. Date	<b>.</b>
Valerie Fisher/Patrick Simon	410-887-35		; y 24, 2016
Office Coordinates II and Survey Object			• • • • •

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		GEMENT DIVIS	SION	
1. Department/Agency	2. Division	<del>-</del> "	3. Unit	
Department of Public Works	Engineering & Constr	ruction .	Surveys	
		*	unit for reference as well as retention and disposition	
purposes.  4. Record Series Title Survey Drawings			5. Earliest Year/Latest Year 1962 to 2016	
series.)	red to graphically show	the results of a	found in the series. Include the purpose or function of the field survey. These files primarily contain information from aneous survey data can also be in these files.	
7. Record Saries Format(s) List all	8. Record Seri	les Sequence	9. Volume	
Letter Size Microfilm	Alphabetica	al	23 Number	
Legal Size Computer Tape	xx Numerical		cx File Drawer(s)	
Audio Tape	☐ Chronological		☐ Microfilm Ree(s) ☐ Computer Tape(s)	
☐ Bound Book ☐ Video Tape	·     Geographic	cel	Other (specify)	
xx Other (specify) plat maps aperture cards	Other (spec		10. Annual Accumulation 10 Number	
	7.		☐ Fite Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)  >xx Other (specify) Drawings	
11. File is Used	1	12. File Bacome	s Inactive After	
xx Daily   Weekly   Monthly   Annual	\\	10 Number	Month(s) xx Year(s)	
· · · · · · · · · · · · · · · · · · ·	,			
13. Current Location(s) (Bidg., Floor, Room) County Office Building, Room 300A		14, is Record Se	eries Duplicated Elsewhere? (If yes, specify agency or office.) xx No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
Yes xx No		None 🗀	State Federal Independent	
•				
17. Is an Index System used? If yes, explain briefly and describe r     xx Yes □ No     Numerical order     Access database	equirements	Retain for 16	mended Retention 0 years once closed. Scan files after 10 years. After originals 1, for County use, transfer originals to State Archives.	
19. Name and Title of Preparer Valerie Fisher/Patrick Simon	20. Teleph 410-887-3	none Number 540	21. Date February 24, 2016	
Office Coordinator/Land Survey Chief				

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R Jessup, Ma	GENERAL SERVICES GEMENT DIVISION load, P.O. Box 275 ryland 20794 99-1930	AGENCY RECORDS INVENTORY PAGE OF A
1. Department/Agency	2. Division		3. Unit
Department of Public Works	Engineering & Consti	ruction	Surveys
DEFINITION: RECORD SERIES: A group of relate	ed records normally file	d and used as a unit for	reference as well as retention and disposition
4. Record Series Title Control/Traverse Drawings			est Year/Latest Year to 2013
Record Series Description (Briefly describe the series.)  These files consist of the original final plans prepa county for use in performing field surveys. These current North American Datum of 1983 (NAD 83) recorded.	red to graphically show drawings show both the	the locations of the thou	usands of survey markers placed throughout the
7. Record Series Format(s) List all	8. Record Ser	ies Sequence 9. Volume 5	
Letter Size Microfilm	☐ A/phabetica	_	
☐ Legal Size ☐ Computer Tape	☐ Numerical	xx File Dr ☐ Microfi	awer(s) Im Reel(s)
Audio Tape	Chronologi		uter Tape(s)
Bound Book Video Tape  xx Other (specify) plat maps aperture cards	Geographi	10. Annua	al Accumulation By adding new data to existing files
			im Reet(s) uter Tape(s)
11. File is Used  xx Daily Weekly Monthly Annua	l Ily	12. File Becomes Inactive A 50 Number	ofter  #Jonth(s) xx Year(s) .
13. Current Location(s) (Bidg., Floor, Room) County Office Building, Room 300A	•	14. Is Record Series Duplic	, ated Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes xx No		16. Audit Requirements	Federal Independent
17. Is an Indax System used? If yes, explain briefly and describe of xx Yes □ No Baltimore County Key Sheets	requirements	18. Recommended Retain for 50 years a State Archives.	Retention Ifter all Control/Traverse is destroyed. Transfer to
19. Name and Title of Preparer Valerie Fisher/Patrick Simon	20. Teleph <b>410-887-3</b>	i none Number 21. Dai 1 <b>540 Febr</b> ua	ry 24, 2016
Office Coordinator/Land Survey Chief		•	•

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GE RECORDS MANAG 7275 Waterloo Roa Jessup, Mary 410-789	EMENT DIVISION ad, P.O. Box 275 yland 20794	
1. Department/Agency	2. Division		3. Unit
Department of Public Works	Engineering & Constructi	ion	Surveys
DEFINITION: RECORD SERIES: A group of related purposes.  4. Record Series Title Survey Control Field Notes (Green Sheets)  6. Record Series Description (Briefly describe the type)		.   5	for reference as well as retention and disposition  5. Earliest Year/Latest Year  1950 to 1993  in the series. Include the purpose or function of the
series.)	,		ng and cross-sections. The notes are organized by
7. Record Series Format(s) List all	8. Record Series S		3. Volume 10
Letter Size  Microfilm	☐ Alphabetical . ·		Number
Legal Size Computer Tape	Numerical		☐ File Drawer(s) ☐ Microfilm Reet(s)
Audio Tape Floppy Disk	Chronological		Computer Tape(s) ox Other (specify) Boxes
Bound Book Video Tape	Geographical	1	10. Annual Accumulation
Other (specify)aperture cards	xx Other (specify)		<u>)</u> Number
· •			☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)
11. File is Used	<b>'</b>	12. File Becomes Ina 10	nctive After
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually	,	Number .	☐ Month(s) xx Year(s)
			· · ·
13. Current Location(s) (Bldg., Floor, Room) County Office Building, Room216		14. Is Record Series	Duplicated Elsewhere? (If yes, specify agency or affice.) No .
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s)  ☐ Yes xx No	İ	16. Audit Requirements	
		□ None □ Stat	te Federal independent
17. te an Index System used? If yes, explain briefly and describe re ☐ Yes ☐ No	equirements		aded Retention ears once closed. Scan files after the 10 years. After anned, for County use, transfer originals to State Archives.
19. Name and Title of Preparer  Valerie Fisher/Patrick Simon	20. Telephone		21. Date
Office Coordinator/Land Survey Chief	410-887-3540 ·	,	February 24, 2016

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  1. Department/Agency  Department of Public Works  DEFINITION: RECORD SERIES: A group of relation purposes.  4. Record Series Title  Traverse Computation Books  6. Record Series Description (Briefly describe the series.)	types of information/docum	BEMENT DIVISION ad, P.O. Box 275 yland 20794 >1930  tion and used as a unit for reference to the second sec	est Year/Latest Year i to 1993 series. Include the purpose or function of the
These books consist of the original computation si organized by election district and street name.	heets used to calculate the	coordinate values of the	e old (BCMD) control stations. The books are
7. Record Series Format(s) List all	8. Record Series S	Sequence 9. Volum 22 Number	
Legal Size Computer Yape Audio Tape Floppy Disk Bound Book Video Tape	Numerical   Chronological   Geographical	☐ File D ☐ Microi ☐ Comp	rawer(s) / ilm Resi(s) / uter Tape(s) - (specify) Books
X Other (specify) Ring binder books aperture cards	ox Other (specify)		al Accumulation
			film Reek(s) uter Tapa(s)
11, File is Used	· ·	12. File Becomes Inactive Aft	er
Daily Weekly Monthly Annual	ay .	Number Mo	onth(s) xx Year(s)
13. Current Location(e) (Bldg., Floor, Room) County Office Building, Room 300A		14. Is Record Series Duplicat	ed Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	ederal Independent
17. Is an Index System used? If yes, explain briefly and describe I	requirements		etention ce closed.' Scan files after the 10 years. After for County use, transfer originals to State Archives.
19. Name and Title of Preparer Valerie Fisher/Patrick Simon Office Coordinator/Land Survey Chief	20. Telephon 410-887-3546		te ary 24, 2016

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	Jessup, Mar		PAGE OF A
1. Department/Agency	2. Division	•	3. Unit
Department of Public Works	Engineering & Construc	tion ·	Surveys
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed a	and used as a unit f	for reference as well as retention and disposition
4. Record Series Title Road Alignment Books		5	5. Earliest Year/Latest Year 1970 to 1990
Record Series Description (Briefly describe the series.)  These books consist of the original computation storganized by election district and street name.	••		in the series. Include the purpose or function of the softhe baselines of county roads. The books are
7. Record Series Format(s) List all	8. Record Series	Sequence - 9	). Valume
Letter Size  Microfilm	Alphabetical		Number -
Legal Size Computer Tape	Numerical		□ Fite Drawer(s) □ Microfilm Reel(s)
Audio Tape Floppy Disk	☐ Chronological	اِ ا	Computer Tape(s)
□ Bound Book □ Video Tape	Geographical		K Other (specify) Ring binder books
X Other (specify) Ring binder books aperture cards	xx Other (specify	) Election District 0	10. Annual Accumulation D Number
			☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tepe(s) ☐ Other (specify)
11. File is Used	1	12. File Becomes Ina	active After
Daily Weekly Monthly Annual	y	10 Number	☐ Month(s) xx Year(s)
,	·	<u>.</u>	
13. Current Location(s) (Bldg., Floor, Room) County Office Building, Room 300A		14. Is Record Series I	Duplicated Elsewhere? (If yes, specify agency or office.) No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	,	16. Audit Requiremen	ents ,
<u> </u>		□ None □ Stat	te Federal Independent
	•		•
17. Is an Index System used? If yes, exclain briefly and describe r ☐ Yes ☐ No	equirements	1	nded Retention ears once closed. Scan files after the 10 years. After anned, for County use, transfer originals to State Archives.
19. Name and Title of Preparer Valerie Fisher/Patrick Simon	20. Telephor <b>410-887-354</b>	•	21. Date February 24, 2016

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro Jessup, Mai	GENERAL SERVICES GEMENT DIVISION pad, P.O. Box 275 ryland 20794 99-1930	AGENCY RECORDS INVENTORY  PAGE OF Y	
Department/Agency	2. Division :		3. Unit	
Department of Public Works	Engineering & Constr	uction	Surveys	
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally filed	l and used as a unit f	or reference as well as retention and disposition	
4. Record Series Title		5. Ea	rliest Year/Latest Year	
Survey Control Recovery Cards	•	195	1955 to 1973	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  These cards contain a location sketch as well as the coordinates and/or elevations of the survey control stations established before the July 1, 199 datum change to North American Datum of 1983/North American Vertical Datum of 1988 (NAD 83/NAVD 88).				
7. Record Series Format(s) List all	8. Record Seri	es Sequence 9. Volu	uma	
Letter Size Microfilm	Alphabetica	d Numbe	ar 36	
Legal Size Computer Tape	X Numerical		X File Drawer(s)	
☐ Audio Tape ☐ Floppy Disk	☐ Chronalogli	cal Cor	rofilm Reef(s) nputer Tape(s)	
☐ Bound Book ☐ Video Tape	☐ Geographic	al	er (specify)	
X Other Cards aperture cards	s aperture cards Other (specify)		nual Accumulation .	
· · · · · · · · · · · · · · · · · · ·		☐ Mic	er Drawer(s) rofilm Reel(s) nputer Tape(s) er (specify)	
11. File is Used	<b>.</b>	12. File Becomes Inactiv	e After	
☐ Daily X Weekly ☐ Monthly ☐ Annually	Y	N/A Number [	□Month(s) □·Year(s)	
, , ,	-			
		'	·	
13. Current Location(s) (Bldg., Floor, Room) County Office Building, Room 300A	•	14. Is Record Series Duj	olicated Etsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
☐ Yes 'xx No		□ None □ State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re □ Yes X No	equirements	1	d Retention ed or no longer needed and then scan. After originals county use, transfer originals to State Archives.	
19. Name and Title of Preparer Valerie Fisher/Patrick Simon Office Coordinates and Survey Chief	<sup>•</sup> 20. Teleph <b>410-887-3</b>	one Number 21. I 540 Febr	Date uary 24, 2016	

<u> </u>			
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  1. Department/Agency  Department of Public Works	RECORDS MANA 7275 Waterloo R Jessup, Ma	GENERAL SERVICES GEMENT DIVISION oad, P.O. Box 275 ryland 20794 99-1930	AGENCY RECORDS INVENTORY  PAGE OF 17  3. Unit  Surveys
PERMITION PEOORD SERVES A STATE OF THE	d coords normally file.		
DEFINITION: RECORD SERIES: A group of relate purposes.  4. Record Series Title Global Positioning System (GPS) Processing Bool  6. Record Series Description (Briefly describe the series.)  These books consist of the processing results data GPS equipment.	ts types of information/doo	5. Earli 1996 cuments/forms found in	est Year/Latest Year to Present the series. Include the purpose or function of the
7. Record Series Format(s) (List all	8. Record Seri	ies Sequence 9. Volum	3
		. 2	,
Letter Size Microfilm	Alphabetica	Mumber	
Legal Size Computer Tape	Numerical	☐ File D	rawer(s) ilm Reel(s)
Audio Tape Floppy Disk	· X Chronologic	<b>=</b> .	uter Tape(s)
D Bound Book  □ Video Tape	. Geographi		(specify) Binders
X Other (specify) Binders aperture cards	- Other (spe	10. Annu	al Accumulation
· · ·		☐ Comp	rawer(s) itm Reel(s) uter Tape(s) (specify) Additions are kept in binders.
.11. File is Used	ı	12. File Becomes Inactive	After
	•		<u> </u>
☐ Daily XWeekly ☐ Monthly ☐ Annually	,	Number	Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Office Building, Room 300A	•	14. Is Record Series Duplin	ated Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16 Audit Reminments	. •
Yes xx No		16. Audit Requirements	
		None State	Federal Independent
17. Is an Index System used? If yes, explain briefly and describe r □ Yes X No	êquirements .		Retention re scanned for usage then destroy originals. Retain 30 years, then transfer originals to State Archives.
19. Name and Title of Preparer Valerie Fisher/Patrick Simon	· 20. Teleph 410-887-3	none Number 21. Da 540 Februa	te ny 24, 2016
Office Coordinator/Land Survey Chief			

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Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1830		AGENCY RECORDS INVENTORY .		
1. Department/Agency	2. Division		3. Unit		
Department of Public Works	Engineering & Const-	uction	Surveys		
•	Engineering & Constru		· · •		
DEFINITION: RECORD SERIES: A group of relate purposes.	ea records normaily filed	and used as a unit to	r reterence as well, as retention and disposition		
4. Record Series Title	•	==	iest Year/Latest Year		
Aperture Card File		1970	r's - Unknown		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  These cards contain the 35mm film frames created to archive many survey drawings. Almost all of the original survey drawings were destroyed once the aperture card was created and the card is now the only record of the work.					
7. Record Series Format(s) List all	8. Record Serie	es Sequence 9. Volum	ne		
Letter Size  Microfilm	☐ Alphabetica	2 I Number			
Legal Size Computer Tape	x Numerical		Prawer(s)		
Audio Tape Floppy Disk	☐ Chronologic		film Reet(s) puter Tape(s)		
Bound Book Video Tape	☐ Geographic	X Other	(specify) Sox		
·	Other (spec	ify) . 10. Anni	ual Accumulation		
X Other (specify) aperture cards		Number			
		☐ Micro	Orewer(s) vilim Reel(s) puter Tape(s) r (specify)		
11. File is Used For Reference When Needed	j	. 12. File Becomes Inactive	After		
e	».		_		
☐ Delity ☐ Weekty ☐ Monthly ☐ Annual		Number L	Month(s) Year(s)		
13. Current Location(s) (Bidg., Floor, Room) County Office Building, Room 300A		14. Is Record Series Dupli	cated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
الله الله الله الله الله الله الله الله	•	None ☐ State 〔	Federal Independent		
·					
17. Is an Index System used? If yes, explain briefly and describe i	requirements		Retention re scanned with high resolution, for usage; then letain scanned images for 30 years, then transfer to		
19. Name and Title of Preparer  Valerie Fisher/Patrick Simon  Office Coordinatoril and Suprey Chief	20. Teleph 410-887-35	one Number 21. Da 540 Febru	ate . ary 24, 2016		

			<u> </u>		<u> </u>
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		ARTMENT OF GENERAL SERVICES CORDS MANAGEMENT DIVISION			AGENCY RECORDS INVENTORY
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 27		275	PAGE OF L	
	•	Jessup, Mary			PROCEE OF
4 Danishanita	410-799-1930			2 1153	
Department/Agency	2. Division				3. Unit
Department of Public Works	_	ing & Constru			Surveys
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as		
4. Record Series Title Reference Card File	. 1			5. Earlies 1950 to	t Year/Latest Year
Neierenico Cala Filo				130010	, ay 14
6. Record Series Description (Briefly describe the series.)					
These cards catalogs contain all of the information The cards also have a brief description of what is i			e envelopes fo	or all of the	Land Survey Division projects and right-of-ways.
7. Record Series Format(s) List ali	.	8. Record Serie	s Sequence	9. Volume 4	
Letter Size Microfilm		X Alphabetical	l	Number	·
Legal Size Computer Tape	☐ Numerical			☐ File Draw	
Audio Tape Floppy Disk	Chronological		al	☐ Microfilm ☐ Compute	
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11. File is Used For Reference When Needed			12. File Becom	es inactive Afte	or Once it is scanned, it will be inactive
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13. Current Location(s) (Bldg., Floor, Room)					ed Etsewhere? (If yes, specify agency or office.)
County Office Building, Room 300A			X Yes Access Databa	□ No lse	•
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ		·
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17. Is an Index System used? If yes, explain briefly and describe r ☐ Yes ☐ No	equirements	, .		mended Re	
					scanned with usage then destroy originals. s for 30 years, then transfer to State Archives.
19. Name and Title of Preparer  Valerie Fisher/Patrick Simon		20. Telepho 410-887-35	l one Number 40	21. Date	· • 24, 2016
Office Coordinator/Land Survey Chief	•	- 10 001 -00	•	· oordery	

DGS 550-4 (Rev. 1/93)

Instructions	
Department of Public Works  Engineering & Construction  Surveys  DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposit purposes.  4. Record Series Title  Leave and Time Sheets  5. Earliest Year/Latest Year  2014 to 2016  6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function series.)  These files consist of payroll attendance records and leave reports. They are the Land Survey Division's copies.  7. Record Series Format(s)  List all  8. Record Series Sequence  9. Volume  2	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposit purposes.  4. Record Series Title  Leave and Time Sheets  5. Earliest Year/Latest Year  2014 to 2016  6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function series.)  These files consist of payroll attendance records and leave reports. They are the Land Survey Division's copies.  7. Record Series Farmat(s) List all  8. Record Series Sequence  9. Volume  2	
4. Record Series Title Leave and Time Sheets  5. Earliest Year/Latest Year 2014 to 2016  6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function series.)  These files consist of payroll attendance records and leave reports. They are the Land Survey Division's copies.  7. Record Series Format(s) List all  8. Record Series Sequence 9. Volume 2	
4. Record Series Title  Leave and Time Sheets  5. Earliest Year/Latest Year 2014 to 2016  6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function series.)  These files consist of payroll attendance records and leave reports. They are the Land Survey Division's copies.  7. Record Series Format(s) List all  8. Record Series Sequence  9. Volume 2	of the
series.) These files consist of payroll attendance records and leave reports. They are the Land Survey Division's copies.  7. Record Series Format(s) List all  8. Record Series Sequence  9. Volume 2	of the
2	
2	
Legal Size Computer Tape	
Audio Tape Ftoppy Disk  X Chronological  Microfilm Reel(s) Computer Tape(s) X Other (specify) Notebooks	
☐ Bound Book ☐ Video Tape ☐ Geographical 10. Annual Accumulation	
Other (specify) aperture cards	
☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)  X Other (specify) Notebooks	`
11. File is Used 12. File Becomes Inactive After	
☐ Daily ☐ Weekly X Monthly ☐ Annually Number ☐ Month(s) 1 Year(s)	
13. Current Location(s) (Bidg., Floor, Room)  14. Is Record Series Duplicated Elsewhere? (If yes; specify agency or office.)  County Office Building, Room 300A	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  16. Audit Requirements	
□ None □ State □ Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements  18. Recommended Retention  Retain for one (2) years, then destroy.	
19. Name and Title of Preparer 20. Telephone Number 21. Date  Valerie Fisher/Patrick Simon 410-887-3540 February 24, 2016  Office Coordinator/Land Survey Chief	

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Man 410-79	SEMENT DIVISION ad, P.O. Box 275 yland 20794	AGENCY RECORDS INVENTORY  PAGE OF 1
1. Department/Agency	2. Division		3. Unit
			,
Department of Public Works	Engineering & Constru	ection	Surveys
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally filed	and used as a unit for	reference as well as retention and disposition
4. Record Series Title		l 5 Farli	est Year/Latest Year
Equipment Purchases	•	2011 to	
	•	l	· ·
6. Record Series Description (Briefly describe the ty	ypes of information/doc	uments/forms found in	the series. Include the purpose or function of the
series.) These records contain the field equipment purchase	ed i sina nrimarily nmc:	rement cards	•
These records contain the new equipment policies	ed daing printainy proce	nenent valus.	·
·	•	•	
7. Record Series Format(s) List all	8. Record Serie	s Sequence 9. Volume	•
X Letter Size	X Alphabetical	Number 1	
☐ Legal Size ☐ Computer Tape	Numerical	X File Dr	awer(s)
☐ Audio Tape ☐ Floppy Disk	Chronofogical		ilm Reel(s) uter Tape(s)
	-   -	□ Other	
Bound Book Video Tape	Geographica	10 Annu	at Accumulation .
Other (specify) aperture cards	Other (speci	fy) 1 Number	,
	•	•	
•	ł	X File Dr	awer(s) ilm Real(s)
		☐ Camp	uter Tape(s)
,		Other	(specify)
11. File is Used	. •	12. File Becomes Inactive /	After
Daily Weekly X Monthly Annually		Number . DI	Month(s) 3 Year(s)
U Cally Weekly X Monthly U Annually	•		_
	1		
			•
13. Current Location(s) (Bidg., Floor, Room) County Office Building, Room 219 & 300A		14. Is Record Series Duplic  Yes X No	ated Elsewhere? (If yes, specify agency or office.)
· .	•		
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)	•	16. Audit Requirements	
	•	□ None □ State □	Federal Independent .
·		_	
17. Is an Index System used? If yes, explain briefly and describe re	equinements	   49 Bassansassassassassassassassassassassassa	Detection
Yes XNo	-4	18. Recommended Retain for three (3) y	
			oais, men acsuby.
19. Name and Title of Preparer	20. Telepho	। one Number      21. Da	· . te
Valerie Fisher/Patrick Simon	410-887-35		ry 24, 2016
Office Coordinator/Land Survey Chief	•	•	•

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		SION	AGENCY RECORDS INVENTORY PAGE YOF J 7	
1. Department/Agency	2. Division			3. Unit .	
Department of Public Works	Engineering & Consti	nuction		Surveys	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a			a unit for re		
purposes.  4. Record Series Title		i	5. Earlies	t Year/Latest Year	
On-Call Surveying Contracts	-		2007 to 2	016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  These records contain all contract, billing and job specific information for the projects performed by the on-call survey companies.					
7. Record Series Format(s) List all	8. Record Seri	ies Sequence	9. Volume		
X Letter Size	☐ Alphabetica	al ·	Number .	•	
Legal Size Computer Tape	☐ Numerical		File Draw		
☐ Audio Tape ☐ Floppy Dlsk	X Chronologic	al	Compute	r Tape(s)	
Bound Book	   ☐ Geographi	cal	X Other (sp	ecify) Binders	
Other (specify) aperture cards	Other (spe	cify)	10. Annual A	Accumulation .	
		*	Number	•	
•			File Draw		
_			Compute	r Tape(s)	
	• [		X Other (sp	ecify) Binders	
11. File is Used	ı	12. File Become	es Inactive Afte	If	
Daily Dweekly X Monthly Annual	y	Number	. Mod	nth(s) Year(s)	
13. Current Location(s) (Bidg., Floor, Room) County Office Building, Room 219 & 300A		14, is Record Se	eries Duplicate X No	d Elsewhere? (If yes, specify agency or office.)	
. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requi	irements		
Yes xx No		□ Nane □	State   Fe	ederal Independent	
		-		)	
: 17. Is an Index System used? If yes, exptain briefly and describe	requiremente	40.5			
17. Is an index System used 7 if yes, explain briefly and describe	edak ari wug	18. Recomi		etention after the on-call contract is closed, then destroy.	
19. Name and Title of Preparer Valerie Fisher/Patrick Simon	20. Teleph <b>410-887-3</b>	 none Number 540	21. Date February	24, 2016	
Office Coordinator/Land Survey Chief	<u> </u>				
DGS 550-4 (Rev. 1/93)					

<u></u>					
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENE RECORDS MANAGEME 7275 Waterloo Road, F Jessup, Maryland 410-799-1930	ENT DIVISION P.O. Box 275 1 20794 PAGE 2 OF 17			
Department/Agency	2. Division	3. Unit			
Department of Public Works	Engineering & Construction	Surveys			
DEFINITION: RECORD SERIES: A group of relation purposes.	l ed records normally filed and	used as a unit for reference as well as retention and disposition			
4. Record Series Title	•	5. Earliest Year/Latest Year			
Mileage Sheets		2012/2016			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  These records contain the mileage data for the vehicles assigned to the Land Survey Division.					
7. Record Series Format(s) List all	8. Record Series Seq	uence 9. Volume			
X Letter Size	☐ Alphabetical	4 Number ·			
Legal Size Computer Tape	☐ Numerical	☐ File Drawer(s) ☐ Microfilm Reek(s)			
☐ Audio Tape ☐ Floppy Disk	X Chronological	Computer Tape(s)			
☐ Bound Book ☐ Video Tape	☐ Geographical	X Other (specify) File Folders			
Other (specify) aperture cards	Other (specify)	10. Annual Accumulation 4			
		Number    File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   X Other (specify) File Folders			
11. File is Used	   12.	File Becomes Inactive After			
☐ Daily ☐ Weekly X Monthly ☐ Annual	Nur	mber			
13. Current Location(s) (Bldg., Floor, Room) County Office Building, Room 219	14.	Is Record Series Dupilicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16.	Audit Requirements			
		None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe	' '	Recommended Retention     tain for one (1) year, then destroy.			
19. Name and Title of Preparer Valerie Fisher/Patrick Simon	20. Telephone N 410-887-3540				

Office Coordinator/Land Survey Chief

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-788-1930		PAGE OF
1. Department/Agency	2. Division		3. Unit
Baltimore County	Engineering and Construction		Surveys
Department of Public Works			•
DEFINITION: RECORD SERIES: A group of relate	ed records normally filed	and used as a unit for	reference as well as retention and disposition
purposes. 4. Record Series Title	•	ادحان	est Year/Latest Year
Training Information			to 2016
raining information		2013	W 20 18
Record Series Description (Briefly describe the series.)  These records contain the information for formalization.			•
7. Record Series Format(s) List all	8. Record Serie	es Sequence 9. Volume	•
xx Letter Size  Microfilm	xx Alphabetical	l Number	•
	Numerical	Orn. B.	
Legal Size Computer Tape	LI Rumençai	☐ File Dr	im Reel(s)
Audio Tape Ftoppy Olsk	☐ Chronelogic		uter Tape(s)
☐ Bound Book ☐ Video Taps	Geographic		(specify) Fite shelves
		10. Ánnu:	al Accumulation
Other (specify)	Other (speci	Number	-
		☐ Comp	awer(s) Im Reel(s) Itar Tapa(s) Ispecily) File shelves
11. File is Used	. 1	12. Fite Becomes Inactive A	Mar
See See See See See			Louis de la constanción de la
☐ Daily xxx Weekly ☐ Monthly ☐ Annual	lly · ·	Number	/lonth(s) xx Year(s)
43 Cumpet Leaster/s) / (Bldg Flore Beam)		14 to Beauty Corice Dunits	ated Elsewhere? (If yes, specify agency or office.)
13. Current Location(s) (Bldg., Floor, Room) County Office Building, Room 300A		Yes xx No	ated Eisewherer (if yes, specify agency of office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements ·	•
☐ Yes xx No		None ☐ State ☐	Federal Dindependent
	•		
17. Is an Index System used? If yes, explain briefly and describe r	requirements .	18. Recommended	Retention
XX Yes No Information is kept with employee files		Retain for two (2) ye	•
19. Name and Title of Preparer  Valerie Fisher/Patrick Simon	20. Telepho 410-887-35	 one Number 21. Dat 540 Februa	ry 22, 2016
Office Coordinator/Land Survey Chief			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL RECORDS MANAGEMENT I 7275 Waterloo Road, P.O. I Jessup, Maryland 207	DIVISION Box 275 PAGE/ OF J 7
1. Department/Agency	2. Division	3. Unit
Department of Public Works	Engineering & Construction	Surveys
DEFINITION: RECORD SERIES: A group of relate purposes.  4. Record Series Title  Construction Plans	l ed records normally filed and used	as a unit for reference as well as retention and disposition  5. Earliest Year/Latest Year  2011 to 2016
Record Series Description (Briefly describe the series.)     These drawings are for the approved projects, wh		rms found in the series. Include the purpose or function of the or constructed by Baltimore County crews.
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
Letter Size Microfilm	Alphabetical	Number 3
Legal Size Computer Tape	Numerical .	X File Drawer(s) . ☐ Microfilm Reel(s)
Audio Tape 🏻 Floppy Disk	X Chronological	Computer Tape(s)
☐ Bound Book ☐ Video Tape	☐ Geographical	Cl Other (specify)
X Other (specify) aperture cards Engineering drawings	Other (specify)	10. Annual Accumulation  1 Number 1
		X File Drawer(s)  Microfilm Reel(s) Computer Tape(s) Other (specify)
11. File is Used	.   12. File B	ecomes Inactive After
☐ Daily ☐ Weekly X Monthly ☐ Annual	ly Number	☐ Month(s) 2 Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Office Building, 3" Floor Annex Room	. 14. is Rec	cord Series Duplicated Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes xx No	<u> </u>	Requirements
17. Is an index System used? If yes, explain briefly and describe  ☐ Yes X No /	10.10	commended Retention for two (2) years, then destroy.
19. Name and Title of Preparer Valerie Fisher/Patrick Simon	20. Telephone Numb 410-887-3540	per 21. Date February 24, 2016